

# Scheduling Updates to Working Hours

If your business hours change on a regular basis (monthly, seasonally, or some other predictable way), you can schedule your regular hours to change automatically. You can do this for one or many locations at once.

## Watch the video

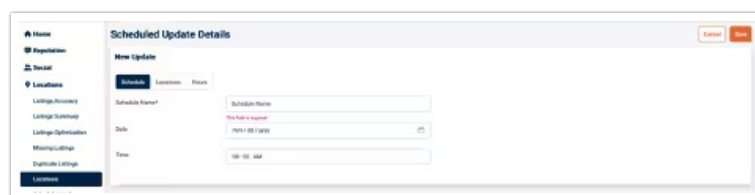
See the article [Setting Up Holiday or Special Hours](#) to set up a one-time schedule change.

To schedule an update to your working hours, follow these steps:

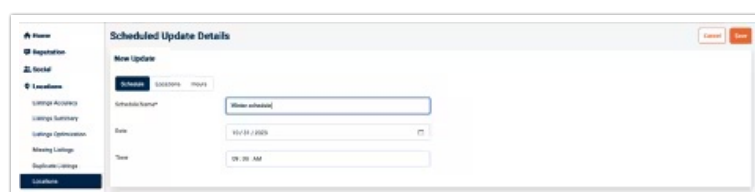
1. Login to your Chatmeter account in LocationHQ.
2. Go to **Locations > Locations** to display the **Locations** page.
3. From the **Locations** page, find the locations (one or more) for which you want to update hours and place a tick in the box left of the name(s).



4. Select **Schedule Update** to display the **Scheduled Updates Details** page.



5. On the **Schedule** tab, in **Schedule Name**, enter a name for the update.



6. In Date, enter the date you'd like the new schedule to begin.

The screenshot shows the 'Scheduled Update Details' form with the 'Schedule' tab selected. The 'Date' field is set to 10/19/2019. The 'Time' field is set to 09:00 AM. The 'Schedule Name' field is empty.

7. In Time, enter the time for the new schedule to begin.

The screenshot shows the 'Scheduled Update Details' form with the 'Locations' tab selected. The 'Time' field is set to 09:00 AM. The 'Date' field is set to 10/19/2019. The 'Schedule Name' field is empty.

8. On the Locations tab, select the locations you want to update.

The screenshot shows the 'Scheduled Update Details' form with the 'Hours' tab selected. The 'Locations' tab is also selected, showing a list of locations. The 'Date' field is set to 10/19/2019. The 'Time' field is set to 09:00 AM. The 'Schedule Name' field is empty.

9. On the Hours tabs, select new hours that apply.

The screenshot shows the 'Scheduled Update Details' form with the 'Hours' tab selected. The 'Locations' tab is also selected, showing a list of locations. The 'Date' field is set to 10/19/2019. The 'Time' field is set to 09:00 AM. The 'Schedule Name' field is empty.

10. Then select **Save**. Scheduled updates show up on the **Scheduled Updates** page.

Name	Publish Date	Location
Winter schedule	12/31/2022 09:00 am	3

If additional schedule changes of the regular working hours are needed, you can schedule those updates to happen automatically when needed, too. In addition, you can schedule temporary changes such as holiday hours from the **Locations > Locations** page by selecting the location(s) to edit and selecting **Edit** to edit on the **Hours** tab.

## Related Articles